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18 June 1970

**MEMORANDUM FOR: Office of Finance**

**ATTENTION: Deputy Director for Liaison  
and Planning**

**SUBJECT: Survey of the Use and Effectiveness of  
Computer Produced Financial Reports**

1. In all cases the reports listed arrive in time and contain the proper data for our budget planning purposes. We do not derive any additional reports from them.

2. The specific use to which each report is put is shown below:

a. Program Status--used to determine program-wide obligations and current budget balance. Information is also readily available in the Obligation Status Report.

b. Status of Allotments and Property Authorization--used to determine cumulative obligations and expenditures and also unobligated funds.

c. Obligation Status--as previously indicated this is the most useful report for our purposes because it provides such a great amount of data.

d. Expense Obligation Summary--useful because it provides total expenditures and obligations by Object Class.

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e. Property Issues--used only to monitor property issue balance.

f. Schedule of Encumbrances--used to verify encumbrances.

g. Six Month Obligation Status--not used as information is available in other reports.

h. Six Month Property Issues--not used as information is available in other reports.

i. Budget Expense--not used.

j. Invalid FANS--not applicable.

3. This Office does not use any of the General Ledger Subsidiary Statements listed in paragraph 2 of your schedule of reports.

15/  
[Redacted]  
Budget Officer  
Office of Legislative Counsel

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